

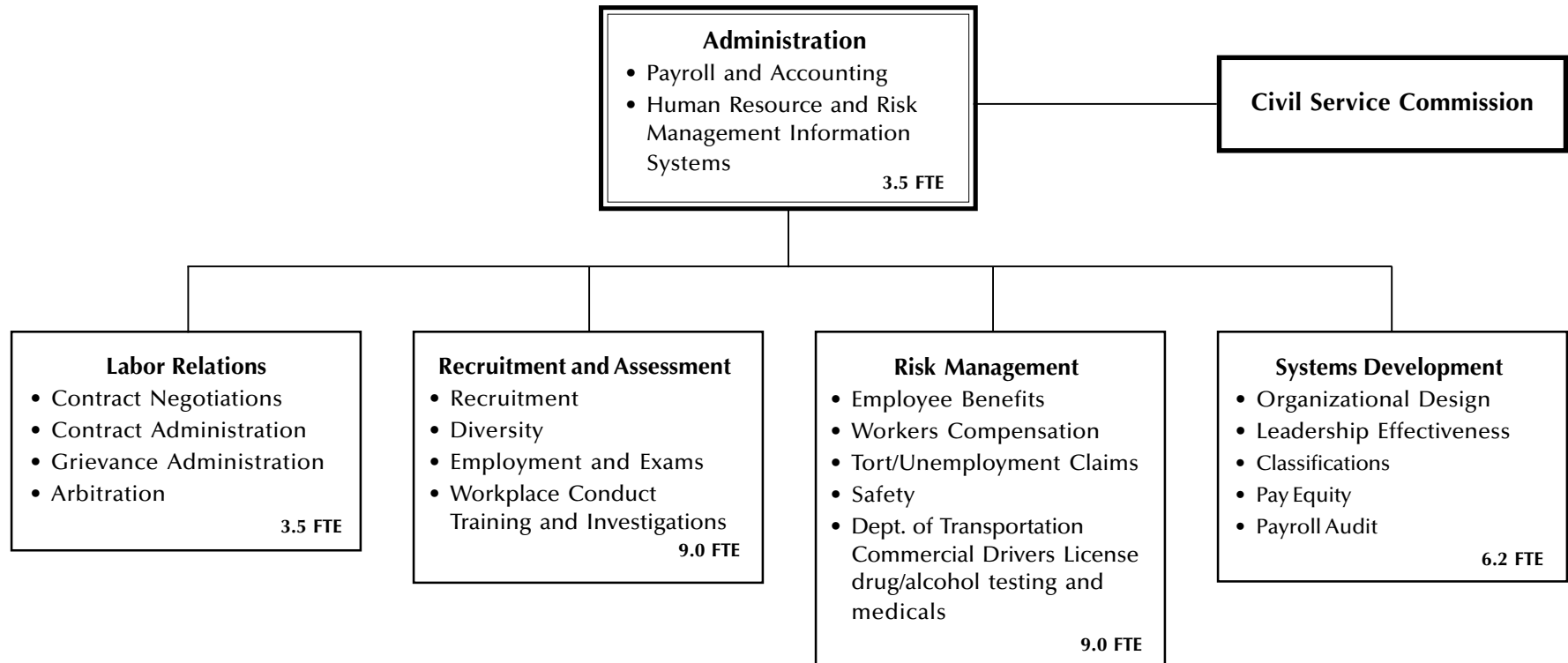
Office of Human Resources

Mission Statement

Providing the City with effective and efficient Human Resources services and expertise.

Human Resources

(Total 31.2 FTEs)



Strategic Plan Accomplishments and 2004 Priorities

Major Accomplishments

- Planned, designed, maintained, and implemented competency-based human resource systems for the City, which saves dollars, establishes performance parameters, and equitably compensates individuals for work done.
- Provided organizational design and development coaching for all Department/Office Directors and Managers faced with restructuring, merging operations, or dealing with internal coordination issues.
- Collaborated with Ramsey County for the 2003 Administrative Professional Conference, shared expertise on a competency-based classification system, and assisted them with three major reorganization studies.
- Provided expert consultant services to Minneapolis, Hennepin and Ramsey Counties, and surrounding suburban communities relative to compensation management strategies the City of Saint Paul is currently using to hold the line on staffing costs.
- Increased the leadership effectiveness of 25 supervisors or potential supervisors through the First Line Supervisory Training Academy.
- Planned and implemented the 10th Annual Years of Service Breakfast recognition for approximately 125 participants.
- Maintained the city's compliance with State of Minnesota's Pay Equity Act for the 11th consecutive year.
- Conducted a joint negotiation session with eight (8) bargaining units. This resulted in very affordable contracts that were all completed within 2 months of their expiration.
- Completed the City/HR diversity plan; assisted departments in developing their diversity plans.
- Collaborated with Police, Fire, and Parks and Recreation on special recruitment projects.
- Completed recruitment and assessment processes for 5 department directors.
- Selected a Risk Management Information system (RMIS) vendor through a request for proposal process, and installed the new RMIS system.
- Worked with the Labor Management Committee on Health Insurance, developed and selected four health insurance plans to be offered in 2003, instead of the usual one plan.
- Negotiated a 2003 contract with Medica for health benefits for the city's regular retirees that controlled costs with less than a 6% premium increase.
- Negotiated a 2003 contract with HealthPartners that allows the City to use 50% of HealthPartners pharmaceutical rebate related to the City's account for City benefit administration expenses.
- Worked with the Labor Management Committee on Health Insurance to select a Post Employment Healthcare plan through an RFP process.

2004 Priorities

- Providing expert human resources support to the various reorganization initiatives being pursued by the Mayor's Office.
- Successfully merging Risk Management into the Office of Human Resources.
- Exploring system improvements and investments to decrease manual processes.
- Collaborating with Ramsey County to share eligible lists for common entry level positions
- Redesigning website to create more self service features for employees, managers, City retirees, and the general public.
- Simplifying payroll processing through policy change and labor contracts.
- Continue to streamline and standardize recruitment and assessment processes and procedures.
- Revising the City diversity goals and plan based upon new census data.
- Assisting departments and offices to achieve their diversity goals.
- Continuing to provide workplace conduct and diversity training, as requested.
- Working with IS to complete phase I & II of the applicant/exam system (humres) conversion to Oracle.

Human Resources

DEPARTMENT/OFFICE DIRECTOR: ANGELA NALEZNY

	2001 2ND PRIOR EXP & ENC *	2002 LAST YEAR EXP & ENC *	2003 ADOPTED BUDGET	2004 MAYOR'S PROPOSED	2004 COUNCIL ADOPTED	ADOPTED CHANGE FROM MAYOR'S 2003 PROPOSED ADOPTED
<u>SPENDING APPROPRIATIONS</u>						
001 GENERAL FUND	2,802,599	2,718,718	2,895,086	3,010,636	3,010,636	115,550
TOTAL SPENDING BY UNIT	2,802,599	2,718,718	2,895,086	3,010,636	3,010,636	115,550
<u>SPENDING BY MAJOR OBJECT</u>						
SALARIES	1,800,402	1,712,090	1,748,959	1,781,663	1,781,663	32,704
EMPLOYER FRINGE BENEFITS	528,982	523,010	535,505	582,580	582,580	47,075
SERVICES	398,382	415,248	440,234	594,553	594,553	154,319
MATERIALS AND SUPPLIES	74,172	61,278	46,888	45,340	45,340	1,548-
MISC TRANSFER CONTINGENCY ETC	661	360	117,500	1,000	1,000	116,500-
DEBT						
STREET SEWER BRIDGE ETC IMPROVEMENT						
EQUIPMENT LAND AND BUILDINGS		6,732	6,000	5,500	5,500	500-
TOTAL SPENDING BY OBJECT	2,802,599	2,718,718	2,895,086	3,010,636	3,010,636	115,550
		3.0-%	6.5 %	4.0 %		4.0 %
<u>FINANCING BY MAJOR OBJECT</u>						
GENERAL FUND	2,802,599	2,718,718	2,895,086	3,010,636	3,010,636	115,550
SPECIAL FUNDS						
TAXES						
LICENSES AND PERMITS						
INTERGOVERNMENTAL REVENUE						
FEES, SALES AND SERVICES						
ENTERPRISE AND UTILITY REVENUE						
MISCELLANEOUS REVENUE						
TRANSFERS						
FUND BALANCES						
TOTAL FINANCING BY OBJECT	2,802,599	2,718,718	2,895,086	3,010,636	3,010,636	115,550
		3.0-%	6.5 %	4.0 %		4.0 %

Budget Explanation

Major Changes in Spending and Financing

Creating the 2004 Budget Base

The 2003 adopted budget was adjusted to set the budget base for the year 2004. The permanent budget adjustments made in early 2003 to cope with cutbacks in the State's local government aid payments for 2003 and beyond were annualized for 2004 and reflected in the base budget. In particular, the base budget for each department reflects the “round 1” mid-year budget adjustments as adopted by the City Council, and the “round 2” adjustments as proposed by the Mayor and awaiting council action at the time the 2004 budget planning process began. The budget was increased for the anticipated growth in 2004 for salaries and fringes for staff related to the bargaining process. Employee benefit cost increases were projected and then considered in the process that distributes those total costs to the city departments' budgets through the budget system using the “fringe rate” process. Finally, a spending cap was imposed on the department's adjusted general fund budget to help meet the announced cutbacks in the State's 2004 local government aid funding.

The 2003 round 1 and 2 adjustments affected the base budget for Human Resources. The changes include these notable items:

- the merger of the risk management function into the Office of Human Resources, and
- the elimination of staff positions (6.6 FTE).

Further adjustments were made to the Human Resource's base budget. Specifically:

- increasing the base for salaries and fringes for staff related to the bargaining process,
- removing the budget for the fire fighter test funded in 2003, and
- imposing a spending cap.

Mayor's Recommendations

The proposed general fund budget for Human Resources for 2004 is \$3,010,636, and is down \$781,925, or 20.6% from the 2003 budget of \$3,792,561 (adjusted for risk management). Human Resources has no special fund budgets.

The Mayor recommends a 2004 budget for Human Resources reflecting the 2003 Round 1 and 2 reduction plans.

Some other notable changes for 2004 include:

- the elimination of staff positions (6.3 FTE)
- a shift of the costs of tort liability claims from the non department general government accounts general fund budget into the Human Resources budget,
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- reflecting Human Resources' share of city-wide budget savings related to the continuation of the hiring freeze into 2004, and a slight cutback in support costs,
- increasing the budget to allow for Fire District Chief and Police exams in 2004 (\$50,000),
- providing funding for the Mayor's Leadership Academy.

The proposed budget reflects the merging of the risk management function into the Office of Human Resources. With the consolidation, funding for some positions has been removed from the budget. Overall, staff position FTEs have decreased from 44.1 in 2003 to 31.2 in 2004, a drop of 12.9 for the combined human resource and risk management units.

Council Actions

The city council adopted the Human Resources budget and recommendations as proposed by the mayor.

Miscellaneous

The Office of Human Resources provides comprehensive services and support to the 12 City of Saint Paul departments and offices and to its 3000 employees. This includes: coordinating city-wide recruitment and assessment; conducting contract negotiations; providing employee and organization development; administering employee benefits, workers' compensation, employee compensation and job classification; providing risk management administration; and promoting a diverse employee workforce.

Recruitment and Selection -

Work with Departments and Offices in planning their staffing needs. Recruit qualified and diverse candidates for City job openings, conduct targeted recruitment, post job announcements, review applications, develop and administer tests. Conduct Workplace Conduct Policy training and investigation. Monitor City workforce protected class utilization/representation.

Systems Development -

Develop organizational capacity by redesigning structures, restructuring jobs, enhancing team and leadership effectiveness, addressing performance management issues, and developing strategic and operational plans. Perform job analyses, establish class specifications as a tool for management, and determine appropriate compensation based on principles of comparable worth. Maintain service records of employees, interpret personnel policies and rules, audit payroll documents to ensure accuracy and compliance with policies.

Labor Relations -

Negotiate and administer all of the collective bargaining agreements between the City and exclusive representatives of the City employees. Represents City management in all facets of labor relations, including arbitrations, bargaining unit determinations, labor management committees, policy development and grievance handling and advises City managers on employee issues such as sick leave, performance and discipline.

Risk Management -

Organize, coordinate, and provide management assistance to all City risk treatment programs. Provide financial and program management of all City employee benefit functions. Identify, measure, analyze and report property, casualty, and liability risks.